

~~SECRET~~  
~~CONFIDENTIAL~~

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REV CLASS C REV COORD. \_\_\_\_\_ AUTH: RM 70-9

10 October 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: Establishment of Pool of Approved Positions

1. Pursuant to your verbal concurrence and the approval of the DD/A(S) of a plan to utilize existing vacant slots for general recruitment purposes there has been established within OSO an Administrative Pool of approved positions to be controlled by the Chief, Administration. This pool has been set up by the transfer of certain vacant or non-priority field positions from the T/O's of the various Foreign Divisions.

2. It is contemplated that when any of the Divisions or Staffs can justify the employment of an individual for whom they have no existing vacancy, approval will be given to utilize one of the pool slots for recruitment purposes. The individual will be charged against a pool slot until he enters on duty and at such time the pool slot will be transferred to the T/O of the Division or Staff effecting the recruitment.

3. While this plan will not increase the overall T/O of the Office of Special Operations, it is expected to result in eventual increases in the individual Staff or Division T/O's. Inasmuch as all the existing slots in the Administrative Pool have been selected from the field, adjustments are likely in existing departmental T/O's.

4. These slots will completely lose their previous identify in the Administrative Pool and will be assigned grades and titles with the approval of the Classification & Wage Administration Division, whenever they are to be utilized. Whenever the assignment of such slots to a unit of OSO constitutes an increase or an organizational change in a departmental T/O, approval will be requested.

5. For your information there is attached a list of positions transferred to the Administrative Pool indicating the field stations from which they were selected.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

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Chief, Administration

Attachment: Administrative pool

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October 20, 1951: Discussed with Management in early summer. Process formalized above date. One  
MEMO FOR RECORD: Management concurs in concept, understanding being  
copy approved by ADD/A/S and returned to SO. Management necessary so long as grade transfers are  
that no action by Management, Classification or Budget necessary so long as grade transfers are  
with SO. - JDA.

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